

<b>Detective Division Special Order Revision</b>	<b>Date of Issue 10 October 2002</b>	<b>Effective Date 10 October 2002</b>	<b>No. a</b>
<b>Subject Violent Crimes Oversight Offices</b>		<b>Revises D.D.S.O. 01-01</b>	
<b>Related Directives Det. Div. S.O. 96-2 Investigative Responsibility Det. Div. S.O. 96-9 Robberies of Financial Institutions</b>		<b>Rescinds</b>	

Item IV. POLICE SHOOTINGS, and item V. ROUND TABLE are revised as follows:

#### IV POLICE SHOOTINGS

A. Detectives investigating police shootings will:

1. canvass the area in every case to identify, locate and gather witnesses. All canvasses will be documented - including negative results.
2. arrange for transportation of all witnesses who have pertinent knowledge of the shooting to the appropriate district station or area headquarters, ensuring that they are kept separated until interviewed.
3. ensure that all physical evidence is collected, inventoried, and sent to the CPD Services Unit and/or the I.S.P. Crime Lab for analysis as appropriate.
4. immediately interview a hospitalized or injured offender.
5. confer with the assistant state's attorney assigned to the investigation to determine necessity of taking formal statements.
6. take formal written statements from eyewitnesses, when appropriate.
7. take either written or oral statements from other witnesses as circumstances of the investigation dictate.
8. review Case and Supplementary reports, crime lab and evidence technician reports, Weapons Discharge Reports/Tactical Response Reports, Injured On Duty Reports and all other reports related to the incident prior to preparing their Supplementary report detailing the incident.
9. obtain copies of O.E.C. transmissions and P.C.A.D. printouts when applicable.

B. Detective Division Shooting Coordinators are on-duty sergeants designated by the Detective Division Area Commander when a police shooting occurs. They will:

1. proceed to the scene and direct follow-up investigations when a police officer has seriously injured or killed a person or whenever a police officer is seriously injured or killed. Ensure assignment of detectives to the hospital(s) where injured officer(s)/person(s) are receiving treatment.
2. ensure that the services of Forensic Investigators from the Mobile Crime Lab Unit are utilized and that firearms or weapons belonging to any offender or police officer are recovered according to current Department directives.

**Detective Division**  
**Special Order 01-01a**

3. supervise Detective Division personnel conducting the follow up investigation and gathering of information necessary for proper notifications to the Division and Department command staff. Detective Division shooting coordinators will utilize the Detective Division Command Information Worksheet.
4. ensure that digital photographs of the scene, weapons, injuries, etc., are taken after processing is completed by the Forensic Services Unit and made available at the round table in cases where a person is shot by a Department member or a member is injured by gunfire.
5. immediately notify Division command personnel through the chain of command.
6. Ensure that notifications have been made to Operations Command, the Office of Professional Standards and the State's Attorney's Felony Review Unit. Also ensure proper notifications are made to the Office of the Medical Examiner, when appropriate. **The shooting coordinator will be the contact member on the police shooting for all outside units, and will personally liaise with the Office of Professional Standards on all matters regarding the police shooting.**
7. confer with the on-duty Assistant Deputy Superintendent, Bureau of Operational Services(or the Deputy Chief of Patrol, as appropriate), and the District Watch Commander and request approval to relocate the follow-up investigation to the appropriate Area headquarter's facility.
8. Designate a detective to gather information and record the information on the Command Information Worksheet.
9. coordinate the "Round Table" function, whenever a Department member has discharged his or her firearm and an individual has been killed or injured, or if one is deemed necessary by the on-duty Assistant Deputy Superintendent, Bureau of Operational Services.
10. ensure that a copy of the Command Information Worksheet and a digital photo of the chalkboard crime scene diagram be included in the case file.
11. ensure that requests for I.S.P. evidence processing forms are submitted without delay.
12. be responsible for the review and approval of all Detective Division reports generated as a result of the investigation.

V. ROUND TABLE

- A. The Round Table will consist of the ADS, the district watch commander, the area commander (or his designee), the police shooting coordinator and assigned detective(s), an OPS supervisor and investigator(s), an Assistant State's Attorney from the Felony Review Unit and other personnel deemed necessary by the ADS.
- B. The scene will be drawn on a chalk/grease board in the room where the Round Table will take place and a digital photo of the chalkboard crime scene diagram will be included in the case file.

**Detective Division**  
**Special Order 01-01a**

- C. Digital photographs of the scene, weapon(s), injuries, etc., will be made available to the members of the Round Table and made part of the investigative file.
- D. Copies of the Detective Division Command Information Worksheet will be made available to members of the Round Table.
- E. The Round Table will be conducted by a sergeant/detective designated by the Area Commander.
- F. The sergeant/detective conducting the Round Table will give a summary of the incident before any witnesses or police officers are called.
- G. Persons appearing before the Round Table will be interviewed prior to their appearance.
- H. The sergeant/detective conducting the Round Table will briefly summarize all accounts, (witness or Department member), immediately before those persons appear at the Round Table.
- I. Each member of the panel will introduce himself/herself before a police officer gives their account.
- J. If an offender, witness or police officer is hospitalized, their account of the incident will be presented to the panel by the detective that interviewed that person.

Philip J. Cline  
Chief  
Detective Division